



KAY IVEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
RSA UNION BUILDING  
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KIMBERLY G. BOSWELL  
COMMISSIONER

**EMPLOYMENT OPPORTUNITY – REVISED REANNOUNCEMENT**

**JOB TITLE:** Planning & Quality Assurance Specialist V      **NUMBER:** 21-11  
**JOB CODE:** Q5000      **DATE:** August 27, 2021  
**SALARY RANGE:** 83 (\$68,666.40 - \$104,767.20)      **PCQ#:** 8812569  
**JOB LOCATION:** Department of Mental Health  
RSA Union Building  
100 North Union Street  
Montgomery, AL 36104

**MINIMUM QUALIFICATIONS:**

- Master's degree in Public Administration, Business Administration, Health Administration, Statistical Analysis/Research, Education, Special Education, Social Work, Psychology, Nursing, or another human services field. Registered Nurses qualify with a Bachelor's degree in Nursing.
- 72 months or more progressively responsible experience in analyzing/evaluating data that determines systems performance and guides planning.

*Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.*

**NECESSARY SPECIAL REQUIREMENT:**

- Possession of, or eligibility for, license or certification, if required for the particular discipline.

**KIND OF WORK:**

- Directs regional and statewide quality enhancement staff for the Division of Developmental Disabilities while operating as Director of its Office of Quality and Planning.
- Provides training and technical assistance to other DMH/DD staff and contracted community service providers in accordance with the Alabama DMH/DD Administrative Code.
- Designates and implements a comprehensive quality assurance and quality improvement strategy for the Alabama DMH/DD programs and services.
- Ensures a comprehensive and effective approach to collecting and reporting data for quality measures.
- Ensures high quality services for the populations served by the Division of Developmental Disabilities.
- Adheres to all performance related standards governing the programs operated by DMH/DDD including Medicaid HCBS waiver programs.
- Reviews data to track performance at the regional and statewide levels.

- Analyzes information regarding certification site visits, including individual outcome data, for the purposes of identifying systemic trends.
- Assists with the development of the HCBS Waiver Assurance Measures.
- Coordinates data collection efforts with various DD offices.
- Assists with remediation strategies for identified areas not meeting established thresholds.
- Oversees the preparation of evidentiary reports on performance measures for federally funded Medicaid HCBS programs operated by the Division.
- Identifies needed changes to regulations, policies, and operational guidelines applicable to intellectual disability program.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of evidence-based, progressive approaches to quality assurance and quality improvement.
- Knowledge of management principles.
- Skilled in developing performance measures, data collection strategies, data analysis, and translation of data analysis into strategic quality improvement efforts.
- Skilled in verbal and written communications.
- Ability to understand, interpret, and draft policies, including the ability to formulate policies to advance quality assurance and quality improvement.
- Ability to plan, direct, supervise, and review the work of others.
- Ability to work with other various personnel, committees, families, people receiving supports and services, service providers, other agencies, and the public.
- Ability to teach others to effectively analyze information and recommend appropriate action.
- Ability to develop major reports, analyses, and other professional documents, utilizing critical thinking in all aspects of work.
- Ability to use a personal computer.
- Ability to travel throughout the state, as needed.

**METHOD OF SELECTION:** Applicants will be rated based on an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

**HOW TO APPLY:** Use an official application for Professional Employment (Exempt Classification) which may be obtained from our website at [www.mh.alabama.gov](http://www.mh.alabama.gov). **Only work experience detailed on the application will be considered.** Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.

**DEADLINE: Until Filled**

**EQUAL OPPORTUNITY EMPLOYER**

Click Here to Apply:  
<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>